

Step 3 & 4: Describe the Item

Depending on the options chosen during Step 2, you will be presented with different fields to complete. Fill in as much as you can.

The most important fields (*mandatory):

Copyright	Who is the copyright owner?
Embargo Terms	Indicate date when embargo must be lifted
Author/s	Person/s responsible for the content
Title/s*	Title/s of the work
Date of Issue*	Only if previously published
Abstract	A summary of the content
Subject Key-words	Descriptive words to describe subject matter
Type	Select from the list
Publisher	Only if previously published

Click **Next** to move on to the next screen each time.

Step 5: Upload File(s)

Browse your computer for the file/s you want to attach, and add as many as required. Describing the file is optional. Click **Next**.

Step 6: Review Submission

Almost there Verify that all the information is complete, and that the file/s you attached are the correct one/s. Click **Next**.

Step 7: Creative Commons License

You have the option to license your own work. If you don't want to assign a Creative Commons license, click **Next**.

Step 8: Distribution License

Select "I Grant the License" and click **Complete submission**. Congratulations and well done with submitting an item to SUNScholar!

What happens next?

Your item will now be sent to a "Reviewer", and then to a "Metadata Editor". Once the latter has approved the item, it will be available on SUNScholar for the entire world to access and use and cite! You will receive an e-mail that the item is now available on SUNScholar together with a persistent URL. Use this URL to create links from your CV, web page, blog, facebook, references, etc.

We are within reach ...

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SUNScholar URL: <http://scholar.sun.ac.za>

SUNScholar Help: <http://wiki.lib.sun.ac.za/index.php/SUNScholar>

News Blog: <http://blogs.sun.ac.za/sunscholar>

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Submitting your research to SUNScholar

A quick guide for Submitters

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Get registered

1. Want to submit a new research item to SUNScholar?
First **login** at <http://scholar.sun.ac.za/> > > Login > > Campus Authentication.
2. Then send a request to **scholar@sun.ac.za**, indicating which collection/s you want to submit to.
3. You will be **notified** by the SUNScholar Office once you have been registered as a Submitter for the collection/s requested.
4. Once you have received notification that you have been registered, you can **continue with submitting** your research item/s.

Copyright

If you **haven't sign away your copyright**, published an item in an **Open Access journal**, or just want to submit the **pre-print**, you can **go ahead** and submit without any consent from anyone.

If you feel uncertain about the copyright, **please continue to submit your research item anyway**. The SUNScholar Office will then clear the copyright on your behalf.

Just for interest ...

Publishers (copyright owners) have certain policies regarding depositing items in institutional repositories.

Normally these policies are available on the SHERPA RoMEO website (<http://www.sherpa.ac.uk/romeo/>), or on the website of individual publishers.

In future – please negotiate with the publisher for permission to submit a second copy of e.g. an article on SUNScholar, **or** include the **SPARC Addendum** (<http://www.arl.org/sparc/bm~doc/Access-Reuse-Addendum.pdf>) as part of your agreement with the publisher when publishing, **or** use **The Scholar's Copyright Addendum Engine (SCAE)** to help you generate a PDF form that you can attach to a journal publisher's copyright agreement to ensure that you retain certain rights : <http://scholars.sciencecommons.org/>

File naming

Please assign a proper file name to your full text file

- No spaces in filenames. Use a dash or an underscore.
- Use small caps at all times.
- The file name should include the main author's surname, brief title, version number, year and file type extension e.g. [smith_title_version_1.0_2010.pdf](#)
- Keep file name as short as possible.
- Avoid special characters e.g. ~. "
- Use logical file names.
- Only use alphabetical letters or numbers.
- Where numerical sequence is important, use numbers e.g. 01title.pdf, 02chapter1.pdf, etc.

File formats

You can submit the same item in as many formats as you wish, but where possible, please use open formats.

Please submit text files in **pdf format**.

Describe the item as comprehensively possible to make it even more **visible** and **retrievable** via for example **Google!**

Start submitting

Step 1: Login

1. Go to: <http://scholar.sun.ac.za/>
2. Under **My Account**, click on **Login**.
3. Click on **Campus Authentication**.
4. Type in your **Username** and **Password**, and click on **Sign in**.
5. Under **My Account**, click on **Submissions**.
6. Click on **start a new submission**.
7. **Select** the **collection** you want to submit to from the drop-down list, and click **Next**.

Step 2: Initial Questions

Mark any of the options if applicable. Indicate whether the item has multiple titles, and whether it has been published before. Then click **Next**.